



FOSSE MEAD
PRIMARY ACADEMY

Staff Handbook

September 2022

This staff handbook also sits alongside TMET Code of Conduct and 'Keeping children safe in Education Sept 2021'

Version	Date	Author	Reason for Change
v0.1	02.08.2021	JV	Initial document
V0.2	12.08.22	JV	Updating elements and link to TMET Code of conduct

REGISTERS:

Arrival at school will be between 8.40am and 8.55am. Late marks will be given 10 minutes after the start times.

Registers are completed electronically. Registration begins at 8.55am and closes at 9.05am and either 12.30pm for F2/Y1/Y2/Y3 and 1pm for Y4/Y5/Y6 the afternoon session. Any problems please see the office.

Any child absent without a reason, please mark as 'N'. The office will advise if a reason has been identified.

Please ensure that registers are completed both at morning and afternoon registration. Registers are a legal document and **MUST** be completed on time.

PLAYGROUND DUTY:

Y1, Y2 and Y3 playtime: 10.15am – 10.30am

Y4, Y5 and Y6 playtime: 10.35am – 10.55am

Staff will be supervising throughout the playtimes and instigating social games. The ball court must be staffed in every session.

ASSEMBLIES:

Assemblies take place every Monday in the Sports Hall at 9am for whole school starting promptly for 15mins. Also recorded assemblies linked to PSHE will be shared in class each week. Singing assembly will be on a Friday afternoon.

Every class will deliver a 9.10am Friday class assembly to their families in the Sports Hall. This will happen twice in the academic year.

Daily collective worship will be delivered every day. The theme for assemblies should be based on School Values linked to British Values or calendar events/religious festivals where appropriate.

DINNER TIMES:

	Dining hall time	Outside play
F2	11.30	12.00 – 12.30
Year 1	11.40	12.15 Whistle
Year 2	11.50	12.15 Whistle
Year 3	11.55	12.15 Whistle
Year 4	12.00	1pm Whistle
Year 5	(DEAR 15min) 12.15	1pm Whistle
Year 6	(DEAR 15min) 12.25	1pm Whistle

All TAs must be aware of the dietary needs of the children in their year group. E.g. Allergies to any foods. If you are not sure, please ask.

Y1, Y2 and Y3 will have an extra playtime in the afternoon.

ATTENDANCE – STAFF:

- If you are ill and unable to come into work, please contact the Principal **in person** by 6.45am. If contact hasn't been made then follow up with a text and the Principal will make contact once available. Email is not acceptable method of notification.
- In order to assist school to assess the likely duration of absence and arrange the necessary cover, you must specify the length of time you expect to be absent. If this is not possible you must follow the reporting procedure on **each** day of absence. Please confirm your absence for the next day by 2.00pm.
- The first three days of absence can be notified by telephone. From the fourth day you "self-certify" your absence, either by letter or use of the Return To Work proforma.
- If the absence continues for more than seven days (including non-working days) then from the eighth day of absence a Medical Certificate is required from your doctor and must be sent in to school no later than four days after the expiry of the previous self-certified period, or the expiry of a previous fit note.
- In cases where you return to work prior to the expiry of a Fit Note you can sign yourself as fit for work without your GPs consent. If you return to work early there will be a risk assessment as part of your return to work interview.
- The key fob system will be used to monitor hours if necessary.

ADDITIONAL HOURS:

Once agreed with the Principal, Business Manager or Vice Principal/s, please complete an Extra Hours claim form/overtime form in pen. These are stored in the staff room.

LEAVE OF ABSENCE – Staff:

ALL school staff must be available to work during term time. Holidays **are not** permitted during term time.

The attendance policy which has been agreed by TMET, details absences which will be authorised.

CURRICULUM:

The curriculum encompasses Equal Opportunities policy in respect that all pupils have an entitlement to access the national curriculum, there are high standards for learning and that the curriculum provides continuity and coherence as well as a public understanding that can be shared with parents, other teachers and governors. See school website for details on Medium term planning for each year group.

PHOTOCOPIER:

The photocopier has a code for each member of staff. NO pupils are allowed in the reprographics room.

Personal codes should not be shared with other staff or pupils.

Printed documents should not be left in the reprographics room, especially if a document contains confidential or sensitive information pertaining to a member of staff, a pupil or parent/carer.

Print in black and white whenever possible. Use colour copies/prints when necessary.

Print double sided whenever possible/feasible.

Alert a member of the office staff if we are on the last box of paper. Not doing so exacerbates the risk of running out which affects all staff.

Copier paper in the reprographics room should not be taken as a classroom resource. If paper is needed in the classroom it should be ordered from your own year group budget.

DRESS CODE – STAFF:

For health and safety reasons:

- Rings should be reasonably flat against the fingers
- Finger nails should be rounded and old nail varnish removed.
- Footwear must be worn appropriate to the roles and health and safety of staff and pupils. Flip flops must not be worn.
- Staff are **not permitted** to chew gum during school hours

Staff are expected to look smart and presentable.

- Staff clothing should not show the mid-riff or underwear. Skirts/dresses should be of an appropriate length. Staff wearing leggings should wear a top of a suitable length. Clothing should not contain offensive logos or slogans. Low cut tops are not appropriate. No jeans are allowed.
- Tattoos, if visible, should not have offensive messages.
- Face piercings should be limited to one decorative item.
- One-piece swimming costumes must be worn for swimming (not bikinis).

FOOD:

No staff member should be eating in front of the pupils unless it is a celebratory event. E.g. a birthday, festival and the pupils are joining in too.

No staff member should be chewing gum on school premises.

RELIGIOUS OBSERVANCE:

Staff who celebrate religious events may be granted leave of absence for religious observance for 1 day in line with school policy. Staff requiring leave of absence for religious observance beyond 1-day celebrations should request absence in the usual manner and follow the guidance in the staff attendance management policy.

RESIGNATIONS:

Resignations from whatever post should always be given in writing, addressed to the Principal. The required periods of notice to be given will be detailed in your personal Contract of Employment. If in doubt, please see the Business Manager

SECURITY – Staff and Visitors Entrance:

All staff will receive a card to enable access to school. This ID card should be worn at all times. Access to the main building during the day, by visitors is through the main entrance near the office and is controlled by a member of the Office.

Please ensure all external gates are locked at 9am to ensure the safety of staff and pupils.

CHILD PROTECTION PROCEDURE:

Indicators of Child Abuse

Physical

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness of a child.

Emotional

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve:

- Conveying to a child that they are worthless, unloved, inadequate, or valued only in so far as they meet the needs of another person.
- Not giving the child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say and how they communicate.
- Seeing or hearing the ill-treatment of another.
- Interactions that are beyond limitation of exploration and learning, or preventing the child participating in normal social interaction.
- Serious bullying (including cyber bullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect

Neglect is the persistent failure to meet a child's physical, psychological and/or basic emotional needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing, and shelter (including exclusion from

- home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

Sexual

Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

Activities may involve:

- Physical contact, including penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching the outside of clothing.
- Non-contact activities, including children looking at, or in the production of sexual images and watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)
- Sexual abuse is not solely perpetrated by adult males. Women also commit acts of sexual abuse, as can other children.

If you would like further training with regards to child protection, please contact the DSL (designated safeguarding lead). This procedure should be followed in all cases of suspected abuse, however slight the suspicion and no matter how the concern arose.

What you should do:

- Immediately report any concerns about a child to the DSL or a designated deputy, ensuring that they get the message in a timely manner.
- Record what has been noted or said and sign and date it. Give this to the DSL. Or add the details straight onto CPOMS.
- Keep what has happened confidential to as few people as possible who need to know.
- It is **not** your job to investigate concerns about a child or talk to the parents. The DSL will lead on this.

If a child tells you about abuse

- Treat what the child tells you seriously.
- Reassure the child they have done the right thing by telling you.
- Do not question the child or put words in their mouth.
- Do not promise to keep what they have said a secret.
- Tell the child you will have to pass on what they have said.
- Do not speak to the child's parents.
- Immediately report the information to the DSL or a deputy.
- Record what the child has said, in their own words as far as possible, date it and give it to the DSL or record on CPOMS.

What happens next

The DSL will gather information and decide whether to refer to Social Care and Safeguarding.

The social work team will decide on further action. The DSL will let you have some feedback.

What you should do:

Receive

- Listen, do not look shocked or disbelieving
- Try not to be judgmental
- Take what they are saying seriously
- Don't make the young person feel bad, for example by saying things like 'you should have told me earlier'.

Reassure

- Stay calm and tell them that they have done the right thing in telling you
- Acknowledge how hard it must have been to tell you
- Tell them they are not to blame
- Empathise –but don't tell them how they should be feeling
- Be honest about what you can and can't do

Respond

- Don't ask probing questions. It's not your job to find out 'who, where, when'
- Record your concerns and make a note of any injuries
- Record what you did next and with whom you share the information
- Sign and date any documentation
- Follow the Academy's safeguarding procedures
- **DO NOT TRY TO FOLLOW THINGS THROUGH YOURSELF**

Key contacts



Ms Jay Virk
Designated Safeguarding Lead



Miss Karla Blythe
Deputy Safeguarding Lead



Mr Liam Johnson
Deputy Safeguarding Lead



Mrs Kerry Bishop
Deputy Safeguarding Lead



Mrs Nadine Handford-Glaze
Deputy Safeguarding Lead

CCTV:

- CCTV is in operation at Fosse Mead Primary Academy site with cameras externally.
- Under no circumstances should any footage be viewed unless the Leadership Team member has given authorisation and is present.
- The Principal reserves the right to use CCTV recordings/footage in any disciplinary proceedings.

All staff should be advised that a breach of school policies and procedures in relation to data security may lead to disciplinary action following investigation by the Principal.

WHISTLE BLOWING POLICY:

This Policy is held on Public site.

The aim of this Policy is to

- Encourage staff and Local Academy Councillors to feel confident in raising serious concerns and to question and act upon concerns about practices within the school.
- Provide avenues for staff and Local Academy Councillors to raise concerns and receive feedback on any action taken.
- Ensure that staff and Local Academy Councillors receive a response to their concerns.
- Reassure staff and Local Academy Councillors that they will be protected from possible reprisals or victimisation where they have a reasonable belief that they have made any disclosure in good faith.

BEHAVIOUR MANAGEMENT:

Please see Assertive Discipline Policy. The school operates a programme of positive behaviour management. All staff in school are trained in Team Teach policy and practice. It is essential that you familiarise yourself with the school policy and operate at all times in line with the guidance. If you are unsure about any issues relating to behaviour management or need support and advice please see the member of Leadership Team.

BULLYING:

Please see Anti Bullying Policy. Bullying of any sort either by pupils or staff is not tolerated.

Please refer to the schools Assertive Discipline Policy for bullying incidents related to pupils, all incidents must be reported to be logged electronically and highlighted to Leadership Team and will be investigated prior to reporting to local academy council.

Incidents of staff bullying should be reported to the Principal who will follow guidance from HR. If concerns relate to the Principal, concerns should be addressed in writing to the Chair of Local Academy Council.

COMPLAINTS/GRIEVANCES:

In the first instance, you should take up your complaint/grievance with the Principal. If it is felt that the complaint or grievance has not been resolved satisfactorily, or if the complaint/grievance relates to the Principal, complaints should be put in writing to the Chair of Local Academy Council. The complaints policy is on Public Site.

PERSONAL DATA:

It is important that any of the following personal changes be advised to the Business Manager as soon as known:

- Change of address or telephone number (mobile or land line).
- Change of details of an emergency contact.
- Change of banking arrangements
- Change in personal circumstances, i.e. single status to marital status.

GDPR:

Please be assured that all personal details are kept confidentially and not divulged to any unauthorised body.

All staff must be fully aware of confidentiality issues in relation to both pupil and staff data.

In line with the GDPR regulations, please remember to never make available any staff or pupil information that makes a person identifiable. It is advised that as few as two pieces of personal information on any person will make them unnecessarily identifiable. This applies in the classroom, in the school offices and any other location around the school.

If you have any queries about GDPR or any area of Data Protection, please speak to the Business Manager.

DATA SECURITY:

Use of laptops

- Only authorised personnel will have school laptops.
- With the exception of the Leadership Team, it would not be expected that staff would have personal data in relation to pupils or staff on their laptops. Any personal data should be encrypted or stored on the school server.
- Laptops are for staff use ONLY – not for use by family members or friends.
- All laptops will have a secure password which will be changed each term by the IT technician who will also monitor the laptop in relation to appropriate use.

Paper information

- Within school – care should be taken at all times regarding personal information which relates to pupils or staff.
- Disposal of paper information - All personal data which relates to pupils or staff which is identifiable e.g. when a name is used in association with either date of birth or address, **MUST** be shredded before recycling or put in one of the 'Shred Stations.'
- With the exception of Leadership Team, school staff would not normally take personal information about pupils out of school. If you require to do so, please see a member of the LT and agree a date for return of the information.

VISITORS TO SCHOOL:

- All visitors to the school should report to the Office, sign in on the visitor/staff management system and carry an ID badge at all times.
- If a member of staff plans for a visitor to come to the school, they should inform the Principal and Office prior to the visit.
- Any unexpected, unannounced or unrecognised visitor(s) entering the school or school grounds should be greeted by any member of staff who sees them by first saying to them; "May I help you?".
- All visitors should first report to the Office but if this has not happened, you should tell them to do so and the purpose of their visit will be dealt with from there.
- When your visitor(s) is/are ready for departure please ask them to sign out at the Office.
- All staff will be informed if any circumstances prevail which prevent a child being taken out of school by a particular person.